

## ***PART I - SITE ASSESSMENT DATA QUALITY OBJECTIVES***

### ***SA.1 Number of Site Assessment Reports Completed***

#### **Section 1 - Program Activity**

1.1 Program Activity: Number of Site Assessment Reports Completed

1.2 Program Activity Category: GPRA Annual Performance Measure

1.3 Program Area: Site Assessment

1.4 EPA Sponsor:

Subject Matter Expert	Subject Area	Phone #
Terry Jeng	Site Assessment/NPL Listing	(703) 603-8852
Randy Hippen	Site Assessment	(703) 603-8829

#### **Section 2 - Problem/Decision Objective**

2.1 Problem: A key function of EPA Headquarters is to report national progress in the site assessment program. Regions are responsible for identifying sites posing the highest risk and assessing those sites in a timely manner while balancing their other site assessment needs. Regions assign workload based on these high priority sites, but work to ensure that the backlog of sites needing assessment does not grow unacceptably. HQ uses workload estimates as an indicator of future program needs. One way to track site assessment progress is to record the number of Site Assessment Reports completed in a given FY.

2.2 Stakeholder(s): Site Managers, RPMs, SAMs, IMCs, Headquarters Data Sponsors, Congress, the public.

2.3 Decision-maker(s): Site Assessment Managers (SAMs)

2.4 Decision: This GPRA measure enables EPA to track sites in the Assessment pipeline. The number of site assessments completed in the current fiscal year and the number of site assessments completed from inception to the end of the fiscal year are included in annual reports to Congress. The information is summarized on the GPRA SCAP 15 report. The measures look at the existing site assessment actions with a completion date. The actions included in the definition are: Pre-CERCLIS Screening, Preliminary Assessment, FF PA Review, Site Inspection, FF SI Review, Combined PA/SI, Site Inspection Prioritization (SIP), Expanded Site Inspection, FF ESI Review, ESI/RI, Site Reassessment, Integrated Removal and Preliminary Assessment, Integrated Removal and Site Inspection, Integrated Removal and ESI, Integrated Removal and PA/SI, Integrated Removal and SIP, Integrated Removal and HRS Package, Integrated Removal and ESI/RI, and HRS Package. The definition of a completed site assessment action is the signed report.

**Section 3 - Information Needs**

Name	System	Source	Table/Column
Action	WasteLAN	Approved Assessment Report for noted action	Action/rat_code where rat_desc = Pre-CERCLIS Screening, Preliminary Assessment, FF PA Review, Site Inspection, FF SI Review, Combined PA/SI, Site Inspection Prioritization (SIP), Expanded Site Inspection, FF ESI Review, ESI/RI, Site Reassessment, Integrated Removal and Preliminary Assessment, Integrated Removal and Site Inspection, Integrated Removal and ESI, Integrated Removal and PA/SI, Integrated Removal and SIP, Integrated Removal and HRS Package, Integrated Removal and ESI/RI, and HRS Package.
Actual Completion Date	WasteLAN	date assessment report is approved	Action/act_actl_cmpltn_date where act_actl_cmpltn_date is not null
Site Decision Form 9100-3	WasteLAN	Form in WasteLAN and signed copy in file	action/raq_action_qual_code
Site ID	WasteLAN		SITE.site_id is NOT null
NPL Status	WasteLAN		SITE.rnpl_status_code in ('N','S','R','P','F','D','W','A')

## Section 4 - Scope/Universe

The measure counts existing site assessment actions with a completion date. In general, a site assessment report is completed when:

- the report has been developed by EPA; or received from a contractor or State/Tribal government; and the appropriate Regional Official signs a letter, form or memo approving the report. The report actual completion date is the date the report is approved. of a completed site assessment report is the signed report.
- WasteLAN contains the site assessment report action with an actual completion date, a valid lead, and a “decision” on whether further activities are necessary in the Qualifier field, and
- The decision is documented by completing the Site Decision Form 9100-3 in WasteLAN or an equivalent document. The decision document must be printed, signed by the appropriate Regional official, and placed in the file.

## Section 5 - Data Quality Requirements

5.1 Completeness: The measure counts all completed site assessment actions (those with a completion date) at all sites. The actions included in the definition are: Pre-CERCLIS Screening, Preliminary Assessment, FF PA Review, Site Inspection, FF SI Review, Combined PA/SI, Site Inspection Prioritization (SIP), Expanded Site Inspection, FF ESI Review, ESI/RI, Site Reassessment, Integrated Removal and Preliminary Assessment, Integrated Removal and Site Inspection, Integrated Removal and ESI, Integrated Removal and PA/SI, Integrated Removal and SIP, Integrated Removal and HRS Package, Integrated Removal and ESI/RI, and HRS Package. The definition of a completed site assessment action is the signed report.

DQO applies to all Sites in CERCLIS/WasteLAN

5.2 Accuracy: Every site assessment report action in WasteLAN with a completion date must correspond to a completed and approved report on file. The approval date of the report is the actual completion date entered for the site assessment report action in WasteLAN. The action in WasteLAN must have a valid qualifier designating the decision made regarding further activities required at the site on form 9100-3 in WasteLAN or in the site file.

Most accurate - data is reported in an official decision source document. There is objective evidence (documentation that a third party can examine and arrive at the same conclusion) to support the accomplishment of this measure.

5.3 Timeliness: It is good management practice to enter data regarding the event as soon as practicable after the event occurs. However, data must be entered prior to the end of the quarter in which the event occurs.

5.4 Consistency: Most Consistent - National Guidance and definitions have been distributed.

## **Section 6 - Information Collection and Reporting**

6.1 Source for the information: Regional users enter information based on approved and signed site assessment reports.

6.2 User interface: Information is entered into WasteLAN via the Site Assessment Project Schedule and Site Decision Form screens.

6.3 System transfers: The action data from the regions is snapshotted to EPA Headquarters(CERCLIS) nightly.

6.4 Internal outputs: SCAP 15

6.5 Audit Reports:

6.6 External outputs: annual reporting to Congress

6.7 Guidance Documentation:

- ▶□ Superfund Program Implementation Manual (SPIM) – OSWER Directive 9200.3-14-IG-Q
- ▶□ Data Entry for Pre-Screening Sites March 2002
- ▶□ Abbreviated Preliminary Assessment fact sheet – OSWER 9375.2-09FS)
- ▶□ OSRTI's Quick Reference Guide Series
- ▶□ Improving Site Assessment: Integrated Removal and Remedial Site Evaluations – OSWER 9360.0-39FS, PB99-963314 April 2000